



CITY OF HOUSTON

Job Posting

oc

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification
Posting Number
Department
Division
Section
Reporting Location
Workdays & Hours

Librarian IV/ HALS Consultant
PN# 111253
Library Department
Administration
Houston Area Library System (HALS)*
500 McKinney
M – F, 8:30am – 5:30pm*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

We seek an energetic Consultant to join the dynamic leadership team for Houston Area Library System (HALS), a consortium of 70 public libraries in 28 counties of southeast Texas. Candidate will take an active role in advancing HALS commitment to meet member needs through consulting and continuing education (CE) services funded by Federal and State support.

Duties include:

- Plan and implement services to meet member needs, including administration of mini-grants and selection of materials for HALS professional collection
- Coordinate on-line and web-based training
- Coordinate virtual reference services
- Coordinate member communication through website listservs
- Assist with long- and short-range planning, budgeting, and project management
- Support performance measurement, analysis, and reporting
- Serve on HALS committees and task forces as assigned
- Travel required to member locations

WORKING CONDITIONS

Must have excellent communication skills, oral and written. Must be able to use a computer to access/input information. Ability to move freely throughout the work environment. Position requires stooping and bending, lifting library materials up to 20 pounds.

MINIMUM EDUCATIONAL REQUIREMENTS

Master Degree in Library Science from an ALA accredited program.

MINIMUM EXPERIENCE REQUIREMENTS

Requires four (4) years professional librarian experience including at least one year of management experience.

MINIMUM LICENSE REQUIREMENTS

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Demonstrated commitment to excellence and exceptional customer service to resolve problems. Demonstrated ability to organize work priorities and accomplish objectives in a team setting. Ability to cultivate relationships with all levels of library staff. Knowledge of internet and office applications. Knowledge or library information technology preferred.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 25
\$1,837- \$2509Biweekly \$47,762- \$65,234Annually

OPENING DATE

June 14, 206

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer